



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20543

RQ-2

FEB 16 1994

William H. Schweitzer, Treasurer  
Baker & Hostetler Political  
Action Committee  
3200 National City Center  
Cleveland, OH 44114

Identification Number: C00174227

Reference: June Monthly (5/1/93-5/31/93), July Monthly (6/1/93-6/30/93), August Monthly (7/1/93-7/31/93) and November Monthly (10/1/93-10/31/93) Reports

Dear Mr. Schweitzer:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-Your report discloses no payments for administrative expenses. Administrative expenses are payments made for the purpose of operating a political committee including, but not limited to, rent, utilities, salaries, telephone service, office equipment and supplies. Any such payments to a person aggregating in excess of \$200 in a calendar year must be disclosed on Schedule B, supporting Line 21 of the Detailed Summary Page. (2 U.S.C. §434(b)(5)) In addition, if expenses have been incurred but not paid in a reporting period, the activity should be disclosed as a debt on Schedule D, if the obligation is \$500 or more, or outstanding for sixty (60) days or more. 11 CFR §104.11

If these expenses are being paid by a connected organization, your Statement of Organization must be amended to reflect this relationship. 2 U.S.C. §433(b)(2) If your political committee is sponsored by an organization such as a partnership, some of the day to day costs of operating the committee may be paid for by the sponsoring organization. These contributions must be reported as in-kind contributions by the committee and are subject to a \$5,000 limit per calendar year. CFR 11 §110.1(c)

PLEASE NOTE: Should your committee have a non-federal account(s), these administrative expenses MUST be disclosed on Lines 18, 21(a)(1) and 21(a)(11) of the

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